

## .02 Notifying the Office of Appeals

REVISION 41

(04/01/16 - 05/31/16)

Send the FAA Fair Hearing Request OnBase E-Form to the Appellate Services Administration, [Office of Appeals](#) within two [workdays\(g\)](#) from receipt of the hearing request. (See [Accessing OnBase E-Forms](#) (PDF 11KB) for additional instructions.)

NOTE All HEAplus requests are completed electronically and do not require the OnBase E-Form.

### CA EXCEPTION

Do not send an FAA Fair Hearing Request E-form for Tribal TANF. Immediately forward the request for hearing directly to the appropriate Tribal TANF Program.